

ALTERNATIVE FORMAT INSTRUCTIONAL RESOURCES REVIEW CHECKLIST – 9/26/03

KENTUCKY ACCESSIBLE MATERIALS CONSORTIUM
(Used to review all KY instructional materials offered in digital format)

Title of Book			
ISBN Number			
Publisher			
Publisher Contact & Address			
Date Received		Date Reviewed	
Reviewer Name			

Alternative Format Instructional Resources Checklist		
Description	Level Achieved Yes/No	Comments
Level One (L1). <u>All elements of the print version</u> shall be provided, including graphics with appropriate ALT tags, the file format shall be compatible with commonly used Braille translation and speech synthesis software, and shall be readable with both text and screen readers. The files shall be provided in XML , XHTML , or HTML format. The use of <u>graphic image files and other non-text elements</u> shall require:		
All files are saved in dual platform (Mac/Win) format		
Basic structure is maintained (e.g., table of contents, chapter divisions, page numbers, tables, glossary, index, etc.)(L1)		
An appropriate text equivalent for every non-text element (L1)		
Row & column headers be identified for data tables (L1)		
Markup to be used to associate data cells and header cells for data tables that have (2) or more logical levels of row or column headers (L1)		
Frames to be titled with text that facilitates frame identification and navigation (L1)		
Format is compatible with commonly used Braille translation and speech synthesis software (L1).		
Readable with both text and screen readers (L1).		
Level Two (L2). <u>All elements of the print version</u> shall be provided including graphics, though graphic descriptions shall not be required. The file format shall be compatible with commonly used Braille translation and speech synthesis software, and shall be readable with both text and screen readers. Electronic files shall be in MS Word or Rich Text Format .		
All files are saved in dual platform (Mac/Win) format		
Files are in MS Word or Rich Text Format (L2)		

Description	Level Achieved Yes/No	Comments
All elements of the print version provided including graphics, though descriptions are not required (L2)		
Format is compatible with commonly used Braille translation and speech synthesis software (L2)		
Readable with both text and screen readers (L2)		
Level Three (L3). <u>All elements of the print version</u> shall be provided including graphics, though graphic descriptions may not be required. The file format shall be compatible with text and screen readers, but usability is only marginal, and the format includes unlocked PDF with security settings open for accessibility. The files shall also have the following technical characteristics:		
All PDF files are saved in dual platform (Mac/Win) format		
All elements of the print version provided including graphics, though descriptions are not required (L3)		
File format shall be compatible with text and screen readers, but usability is only marginal (L3)		
File format may include unlocked PDF with security settings open for accessibility (L3)		
A single PDF file per book, that allows all front matter, chapters, and back matter pages to be merged into a single PDF in proper page order, from front to back (L3)		
All fonts shall be embedded using Adobe Distiller (L3)		
All pages may be consistently cropped (L3)		
All images, line drawings, and other non-text shall be included in either web-ready resolutions or high resolution (L3)		
Overall Rating (check one)	<input type="checkbox"/>	Level 1
	<input type="checkbox"/>	Level 2
	<input type="checkbox"/>	Level 3
	<input type="checkbox"/>	Not Approvable
Comments/Recommendations		

 Reviewer Signature

 Date